



POLICIES AND PROCEDURES

MONTGOMERY COUNTY

DEPARTMENT OF FIRE AND RESCUE SERVICES

NO. 521

PAGE

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DATE

August 30, 1993

TITLE

DETAILING, OVERTIME, AND RECALL

DIRECTOR APPROVAL


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PURPOSE

- 1.0 To provide a system of reallocating staff on a daily basis when imbalances exist. When there is inadequate staff, to hire overtime to reach required staffing levels.

APPLICABILITY

- 2.0 All DFRS personnel in the Fire/Rescue Occupational Series.

- 2.1  This policy was developed in cooperation with the International Association of Firefighters, Local 1664.

DEFINITIONS

- 3.0 Overtime - The hiring of an employee who is not scheduled for duty.
- 3.1 Detail - The temporary re-assignment of personnel from their regular duty assignment or station to a different duty assignment or station.
- 3.2 Scheduler - An individual or group of individuals assigned to;
- a. provide a daily roster;
 - b. schedule details, leave, and overtime; and
 - c. perform other tasks related to scheduling.
- 3.3 Daily Roster - A computer generated listing of personnel and their status using the following categories: scheduled to work, on Kelly Day, on work substitution, detailed, on leave, or hired overtime.
- 3.4 Routine Overtime - Overtime that is assigned prior to the beginning of the shift.
- 3.5 Emergency Overtime - Any overtime that is required as a result of daily roster changes that occur after the beginning of, or during a shift.
- 3.6 Partial Shift Leave - Leave of less than 10 hours between 0700 and 1700 or less than 14 hours between 1700 and 0700. If overtime is required to grant this leave, it will be treated as emergency overtime.
- 3.7 Overtime Cap - The overtime cap is defined as having been reached when the employee has earned overtime equal to 50% of his/her base salary per calendar year, excluding holiday premium pay.



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POLICY

- 4.0 It is the policy of DFRS to detail on-duty personnel, on a County-wide basis, to provide adequate station and apparatus staffing before hiring personnel on overtime.
- 4.1 It is the policy of DFRS to offer overtime to those personnel who want it, in order to provide necessary staffing for the Department. The application of this policy will be consistent with the provisions of the Personnel Regulations as they relate to overtime practices. This is to be accomplished in an expeditious manner.
- 4.2 It is the policy of DFRS that officers will not be hired to work below their class (e.g., officers will not be hired to drive apparatus).
- 4.3 It is the policy of DFRS not to over-staff in terms of personnel hired overtime. This may mean cancelling overtime under certain conditions. If overtime is cancelled, personnel reporting to their duty station prior to cancellation are entitled to a minimum of three hours overtime in accordance with Section 9-5 of the Personnel Regulations. In order to receive these three hours, personnel must remain at their duty station for three hours. At the employee's option, the employee may relinquish the three hour minimum overtime and leave when they are notified that they are not needed by scheduling. In this case the employee will be eligible for 1 hour of overtime. Continuation of a shift does not make a person eligible for the three hour minimum.
- 4.4 It is the policy of DFRS that personnel will not normally be on duty for more than 38 consecutive hours except for emergency conditions. An emergency will exist when, among other things, no one can be found who is willing to work overtime not exceeding 38 hours. When this occurs, it will be treated as emergency overtime. The DFRS Duty Chief must approve these exceptions. Employees are responsible for notifying the scheduler if their overtime will result in working in excess of 38 consecutive hours.
- 4.5 The Department has the right to limit overtime assignments as it deems necessary.
- 4.6 When a staffed unit goes out of service for the remainder of a shift, the personnel from that unit will be utilized County-wide to cancel overtime or to up-staff if no overtime is being used. The scheduler must be contacted by the station officer to make the necessary moves.
- 4.7 Personnel may not authorize overtime for themselves.



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- 4.8 The scheduler may accept a fax transmission.
- 4.9 Phone calls for casual leave will only be accepted between 0900 and 2100 hours. Emergency phone calls will be accepted any time.
- 4.10 When a station is up-staffed, that person must not leave the station until properly relieved or at the conclusion of the shift.
- 4.11 Details may cross District or Division boundaries in order to meet staffing needs or to reduce the need for overtime.
- 4.12 All questions concerning schedules must go through the station officer. Only telephone calls necessary to the current day's line-up will be made to scheduling between the hours of 0630 and 0900.
- 4.13 Schedulers and station officers must make every reasonable effort to provide for a timely relief of personnel going on leave mid-shift. This will require careful coordination and cooperation between the two. Personnel going on leave mid-shift must notify the officer at line-up of this fact. Personnel must not leave their duty station unless properly relieved or with the permission of the DFRS Duty Chief.
- 4.14 It is the policy of DFRS to distribute the opportunity to earn overtime to eligible employees in an equitable, efficient, and cost effective manner.
- 4.15 Personnel assigned to a shift that begins before 0700 will be offered overtime the same as everyone else as explained in section 6.4. Station officers and schedulers will make every effort to assure coverage when shifts overlap. If unable to do so, the DFRS Duty Chief will make the necessary arrangements.

RESPONSIBILITY

- 5.0 All personnel are responsible for:
 - a. reporting to their detailed assignment promptly and directly when ordered to do so;
 - b. meeting their commitment, once it has been made, to work overtime. In extenuating circumstances, the DFRS Duty Chief may allow scheduled overtime to be cancelled for an individual;
 - c. advising the scheduler if offered overtime will result in working in excess of 38 consecutive hours;



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- d. accurately completing, and forwarding for processing, the Overtime Certification Form (See Attachment 8.0);
- e. advising the scheduler in writing of a desire not to be hired for voluntary overtime, and rescinding that position in writing when so determined by the employee; and
- f. advising their station officer if they are going on leave mid-shift.

5.1 Schedulers are responsible for:

- a. preparing and distributing the district daily roster at least 3 calendar days before the effective date of that daily roster, in accordance with the procedures listed in 6.4;
- b. detailing personnel as required, to meet staffing needs. When a detail is needed, the scheduler will attempt to consult with the officer at the affected station on who to detail. Consistent with workload requirements as DFRS deems appropriate, the assignment of a bargaining unit employee must be done by inverse seniority.
- c. scheduling personnel to work overtime, as necessary. The Director may, due to budgetary constraints, require the hiring of less expensive qualified personnel to fill overtime vacancies;
- d. cancelling overtime as required, and notifying affected individuals of the change;
- e. providing a daily overtime report to the Bureau Chief within 24 hours of completion of the shift. That report will include the names of employees working overtime and the total number of overtime hours worked in the Division during that 24 hour shift; and
- f. providing to the Bureau Chief the final daily roster as worked, within three days after the completion of each shift.

5.2 The on-duty Station Officer is responsible for:

- a. advising the scheduler of any changes that will impact staffing needs;
- b. making certain that personnel assigned to their station are notified of details in a timely manner; and



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- c. ensuring that personnel are not relieved until arrangements have been made to cover a shortage. This may be to run short, hold someone over, or other actions as directed by the DFRS Duty Chief.

5.3 The DFRS Duty Chief is responsible for:

- a. assuring compliance with this policy;
- b. ensuring Operations Bureau-wide application of this policy;
- c. allowing exceptions to this policy for extenuating circumstances;
- d. preparing and maintaining a County-wide phone list to be distributed regularly to schedulers; and
- e. resolving conflicts that arise from the application of this policy.

5.4 The Chief, Bureau of Operations is responsible for:

- a. notifying the employee and the schedulers of personnel who have reached their overtime cap;
- b. the oversight of and compliance with this policy; and
- c. providing the Director with a monthly overtime summary, including the total number of hours of overtime worked by station and by Division.

PROCEDURE

6.0 The scheduler shall prepare and distribute to each station a daily roster at least 3 calendar days before the work day. The following procedures will be followed in preparing the daily roster:

- a. All normally scheduled staff must be shown on the daily roster at their home station.
- b. Next to each name there must be an indication of the individual's expected status; Kelly Day, leave, detailed work substitution, or hired overtime.
- c. Personnel hired overtime will be so indicated on the master daily roster.
- d. If detailing excess personnel does not fill staffing needs, overtime will be used following the rotation in Section 6.4 of this policy.



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- e. Normally, the completed daily roster will be distributed to stations at least 3 calendar days in advance.
- f. Changes that occur in the daily roster between distribution and the work day must be relayed to the affected stations by the scheduler. The Station Officer will make the changes on the station daily roster in red pen, and will make a reasonable effort to notify the individuals affected.
- g. The scheduler will retain the final roster with all corrections noted.

6.1 Whenever changes in the daily roster become necessary, the scheduler will determine any deficiencies or surplus in the staffing level required to operate as outlined by the station staffing requirement. The scheduler will detail personnel in order to maintain required staffing at each station. If insufficient personnel to provide required staffing levels are scheduled, overtime will be used to fill the vacant positions.

6.2 If routine overtime is required, the scheduler will attempt to locate personnel to work overtime, following the rotation in 6.4. When this method is exhausted, the scheduler may call anyone to fill the vacancy.

6.3 If emergency overtime is required, the scheduler should ask personnel at the station where the overtime is needed first. They should then ask near-by stations. If this isn't successful, the use of any overtime procedure that will result in required staffing in a reasonable amount of time is appropriate.

6.4 The following procedure will be followed when hiring routine overtime:

- a. Personnel on Kelly or "D" shift in the Division will be offered the first opportunity to work overtime. If this does not result in sufficient personnel to fill the vacancies, schedulers should exercise experience and fairness in selecting who to ask next.
- b. The scheduler may deviate from the above priority hiring procedure to meet specialty staffing needs such as cave-in unit, water rescue, haz-mat unit, and ALS units, etc.
- c. Schedulers shall ensure that personnel who have reached the overtime cap as defined in this policy, shall not be scheduled or work any further overtime during any calendar year unless approved by the Director. The Bureau Chief is responsible for notifying the employee and the scheduler of personnel who have reached their overtime cap.



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d. Personnel who have exceeded their overtime cap and are inadvertently called to work overtime shall advise the individual calling that they have exceeded their overtime cap and cannot be scheduled to work overtime without the approval of the Director.

6.5 Personnel must be held over from the off-going shift by the Station Officer until qualified relief is obtained. At no time, without the advance approval of the DFRS Duty Chief, will apparatus be understaffed due to the pending arrival of a detail or overtime person.

6.6 Requests for selective recall of personnel must be made to the DFRS Duty Chief. This recall could be by shift, station or individually.

a. The DFRS Duty Chief may utilize an uncommitted Scheduler to initiate the recall.

b. Personnel contacted and advised to report must do so as instructed.

CANCELLATION

7.0 DFRS Policy #521 entitled "Detailing, Overtime, and Recall", dated February 18, 1992 is hereby rescinded.

ATTACHMENT

8.0 Overtime Certification Form.



DEPARTMENT OF FIRE AND RESCUE SERVICES

MONTGOMERY COUNTY, MD.

OVERTIME CERTIFICATION

Name: _____ Station: _____ Shift: _____

Total Hrs. Worked: _____ Pseudo: _____ Location: _____

REQUEST ☐ Pay ☐ Compensatory Leave

Date Worked Overtime: _____ From: _____ hrs. To: _____ hrs.

Reason For Duty: _____

Remarks: _____

Employee Signature: _____ Date: _____

Approved: Supervisor: _____ Date: _____

Approved: Sr. Career Officer/Div. Chief _____ Date: _____

Recorded on Time Sheet ☐

AD88014 8/16/92 White - Time Sheet Copy Yellow - Employee